

SCHEDULE A

LOUDOUN COUNTY SENIOR CENTER AT CASCADES – 571-258-3280

www.loudoun.gov/seniors-cascades

Room <i>(Floor Plan Reference)</i>	Dimensions & Maximum Capacity	COST Non-Commercial	COST Commercial	Details
Large Hall <i>(Multipurpose Room I - 5)</i> Sections A, B & C	40 x 80 feet (approx) Up to 200 people at tables	\$57 per hour	\$94 per hour	Large hall with tile floors, countertop space. A/V* equipment available
Large Hall <i>(Multipurpose Room I - 5)</i> Section A <u>OR</u> B&C	40 x 40 feet (approx) Up to 100 people at tables	\$38 per hour	\$57 per hour	Approximately half of the large hall.
Large Hall <i>(Multipurpose Room I - 5)</i> Section B <u>OR</u> C	20 x 20 feet (approx) Up to 50 people at tables	\$20 per hour	\$38 per hour	Approximately one quarter of the large hall.
Meeting/Party Room <i>(Multipurpose Room II - 11)</i> Sections A & B	Up to 80 people at tables	\$38 per hour	\$57 per hour	Medium room with carpeting, countertop space and sink. A/V equipment available (see Large Hall for description)
Meeting/Party Room <i>(Multipurpose Room II - 11)</i> Section A <u>OR</u> B	Up to 40 people at tables	\$20 per hour	\$38 per hour	Medium room is broken down into two smaller rooms.
Aerobics Room <i>(Exercise - 15)</i>	25-30 people	\$20 per hour	\$38 per hour	No tables, food or drinks permitted in this room. Soft soled shoes only.
Classroom <i>(Classroom 1 - 18)</i>	Up to 24 people at tables	\$20 per hour	\$38 per hour	Six small round tables seat 4 people each, for a total of 24. TV/VCR/DVD.
Arts & Crafts Room <i>(Arts & Crafts - 16)</i>	Up to 15 people	\$20 per hour	\$38 per hour	Use with or without conference-style table configuration & chairs. TV/VCR/DVD.
Club Room <i>(Club Room - 9)</i>	Couches and café tables and chairs for 12 people	\$20 per hour	\$38 per hour	Coffee pot and hot water pot for tea.
Kitchen <i>(Kitchen - 7)</i>	Full use of professional kitchen <i>(2 hour minimum)</i>	\$51 per hour	\$80 per hour	Includes use of freezer, refrigerator, ice maker, warmer, oven, stove, coffee maker and microwave.
*A/V Equipment	Speaker system, DVD/CD/VCR players, projector and screen, receptor for laptop LCD	\$25 flat fee	\$42 flat fee	Available for use in Large Hall and Meeting/Party Room
Stage	Four 4x8 sections	\$75 flat fee	\$125 flat fee	Available for use in Large Hall or Meeting/Party Room. Must be assembled by renter
Piano	Yamaha digital piano	\$75 flat fee	\$125 flat fee	Available for use during rentals for recitals, etc.
Facility Supervisor	Staffing fee	\$20 per hour	\$20 per hour	Added for all after-hour rentals

SCHEDULE B

KITCHEN USE

The kitchen at the Senior Center at Cascades is a professional-level kitchen and may be rented for \$51 per hour (see Schedule A for pricing information).

IMPORTANT KITCHEN USE INFORMATION:

- **Health permits may be required** - contact the Health Dept for more details, 703-618-1805
- **In accordance with Loudoun County Fire Code, tables MAY NOT be set up in hallways**
- The brown cambro container next to the stove may be used for keeping food warm
- The cambro container must be cleaned and returned to the kitchen next to the stove (doors should be left open)
- Please do not use water in the steam table – only heat
- The steam table MAY NOT be moved to any other location
- Food should be served from the kitchen service window or in the rental room

Kitchen rental includes use of:

- Ice machine
- Two half-refrigerators
- One half-freezer
- Double-oven
- Stove top with 6 burners & griddle
- Warming table (for 4 chafing pans)
- Microwave & Toaster
- Two coffee makers
- Deep sink
- Food preparation work areas

The Senior Center does not provide utensils and cooking or serving equipment

Clean up of the kitchen:

- Remove and/or dispose of all food and beverages (do not dispose of food in drains)
- All garbage and trash must be disposed of in trash bags and placed in the dumpster
- Wipe and clean all surfaces used during rental including counter tops, cooking surfaces and appliances (including any food inside ovens)
- Sweep and, if necessary, mop the floor
- Cleaning materials provided upon request

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Facility Rental Information Sheet

- Renters are responsible for setting up and cleaning up the space (*Tables and chairs are on easy-to-move rolling racks*)
- Round tables are 60" in diameter (*limited availability*)
- Rectangular tables are 72" x 30"
- Contracts must include set up and clean up time (*normally 1 hr before & 1 hr after actual party/event time*)
- Payment must be made in full at the time the rental contract is written (*cash, checks, Visa/MC/Discover*)
- Rental contracts are written during regular hours, ½ hour before the center closes (*M,W,Th,F – 9a-4:30p and on Tues 9a-7:30p by appointment*)
- A staffing fee of \$20/hr is charged for small events and \$40/hr for large events
- Rental Regulations for Facility and Grounds Use must be signed and followed
- The person who signs the contract must be present at the event
- A 50% fee will be added to rentals for non-county residents
- Commercial Rate applies to businesses and companies as well as individuals/organizations that charge a fee
- Non-Commercial Rate applies to community groups, churches and individuals not charging a fee
- This facility observes and enforces the Loudoun County Noise Ordinance (*all music must be turned off by 11:00pm*)

Room rental hours (*subject to availability*):

- Mondays, Wednesdays and Thursdays from 5:00pm-11:00pm
- Tuesdays from 8:00pm-11:00pm
- Fridays from 5:00pm-12:00am (*midnight*)
- Saturdays from 9:00am-12:00am (*midnight*)
- Sundays from 9:00am-10:00pm